



MINUTES - APPROVED

Public Records Board - Operations and Training Advisory Committee

Tuesday, February 16, 2021 – 10:00 am
Virtual Meeting via Teams

Committee Members Present: Andrew Baraniak, Tom Bowers, Jodi Gorski, Julie Landrie, Rebecca Robbennolt, and Terri Wilhelm

- 1. Call to Order:** 10:03 AM. Julie Landrie, Committee Chair, called the meeting to order.
- 2. Introduction of New Members:** There are two new Committee members, Jodi Gorski and Terri Wilhelm. Jodi is the Records Officer for the Department of Justice and Terri is the Records Officer for the Investment Board. After Jodi and Terri introduced themselves the remaining Committee members did introductions also.
- 3. Approval of October 27, 2020, Minutes:** Minutes were approved as submitted. The motion was made by Julie Landrie and seconded by Andrew Baraniak. All approved.
- 4. Records Management Section Chief Update:** Bill LaMay noted that the State Records Center (SRC) is closed to the public as all State buildings are, but both the SRC and Mail Transportation staff are reporting in and continue to provide service to State agencies. Bill reported that 9841 boxes and 1309 individual files were approved for disposition during the recent Annual Disposition cycle. There are 4914 active RDAs currently, with 12% that are sunset. The records management staff are collaborating with a workgroup on retention and disposition of records in M365 and on resuming records management training. The section was reorganized to the Division of Facilities and Transportation Services (DFTS).

5. PRB Training Documents

Informational Sheets: The revised informational sheets were discussed and approved at the November 23, 2020 Public Records Board meeting.

PowerPoint Presentations: The revised drafts were distributed to the Committee prior to the meeting. Revisions included were from the October 27, 2020 Committee meeting and the discussion of the informational sheets at the Board meeting on November 23, 2020. The presentations were reviewed and discussed. The drafts will be revised per the discussion. Julie Landrie moved, seconded by Rebecca Robbennolt, that the Committee approve the revised presentations and that they should be forwarded to the March 23, 2021, Board meeting for review and approval. All approved.

- 6. Adjourn:** The meeting was adjourned at 11:41 AM.